



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

50468-B: SharePoint® 2010 End User Level 1

Duration: 3 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course explores all the end user features of SharePoint® 2010 including all out of the box lists and sites. Learn to use the new ribbon effectively to manage list items and explore the new Office integration features and tools.

Target Audience

This course is intended for:

- Business Users.
- Anyone that works with SharePoint® sites on a regular basis.

Prerequisites

To attend this course, candidates must have:

- Basic understanding of web sites and SharePoint® sites.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand and Work with SharePoint® Lists.
- List Management Tasks.
- Permissions.
- Basic SharePoint® Foundation Sites.

Course Topics

Module 1: Overview

- Course Introduction



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Course Topics *Continued*

Module 2: SharePoint® Introduction

- What's New in SharePoint® 2010
- End User Adoption
- What is SharePoint®?
- Why SharePoint®?

Module 3: Collaboration Experience

- New SharePoint® Features
- Basic SharePoint® Features
- Site Structure

Module 4: Lists

- Lists
- List Views
- SharePoint® 2010 Features

Module 5: List Management

- Advanced List Management
- Basic List Management

Module 6: Permissions

- SharePoint® Permissions

Module 7: Foundation Site Definitions

- SharePoint® Foundation Sites
- Creating Sites
- Growth Scenarios

Module 8: Office Integration

- Office Integration
- SharePoint® Workspace 2010
- Web Applications

LABS INCLUDED